

~~CONFIDENTIAL~~

6 NOV 1959

~~CONFIDENTIAL~~

MEMORANDUM FOR: The Comptroller

ATTENTION: Administrative Officer

SUBJECT: Reclassification of Position 1900, Fiscal  
Control Officer GS-11, [REDACTED]

25X1A6a

1. To confirm a telephone conversation between you and a representative of this Division on 4 November 1959, the subject position has been reviewed and a determination made that the appropriate classification of the position is Finance Officer GS-0510.14-12.

2. Final establishment of the position at the GS-12 level is subject to provisions of Agency Notice [REDACTED]

25X1A

FOR THE DIRECTOR OF PERSONNEL:

[REDACTED]

25X1A9a

Chief, Salary and Wage Division

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

DOC	2	REV DATE	2-4-81	BY	006199
ORIG COMP					
ORIG CLASS	5	REV DATE	27		
JUST	22	NEAR REV	2011		

Standard Form 63  
Jan. 1952

U. S. GOVERNMENT  
MEMORANDUM OF CALL

Date 5/28/59 Time

TO—

Ruby

☐ YOU WERE CALLED BY—

☐ YOU WERE VISITED BY—

TELEPHONE: Number or code Extension

☐ PLEASE CALL

☐ WAITING TO SEE YOU

☐ WILL CALL AGAIN

☐ WISHES AN APPOINTMENT

☐ RETURNING YOUR CALL

LEFT THIS MESSAGE: According to FE, the [REDACTED] job: So far it has not been resolved. Mr. [REDACTED] discussed the matter with Mr. [REDACTED] yesterday at which time the whole thing was turned over to [REDACTED] in turn is going to discuss the matter with Mr. [REDACTED] either today or tomorrow. She [REDACTED] will let us know what happens.

17 June 1959

Nothing has been resolved re this position as per conversation

between Mr. [REDACTED] and Mr. 25X1A9a

Saunders this date

25X1A6a

25X1A9a

25X1A9a

25X1A9a

Received by—

U. S. GOVERNMENT PRINTING OFFICE : 1957-O-412829

~~SECRET~~  
**CONFIDENTIAL**

4 MAY 1959

MEMORANDUM FOR: Chief of Support, FE Division

SUBJECT : Finance Positions [REDACTED]

25X1A6a

25X1A

- REFERENCES : a. Dispatch [REDACTED] dtd 13 May 58, subj: Establishment of T/O slots for Finance Branch  
b. Memo dtd 16 Jul 58 to C/PED thru SSA-DD/S fr C/FE, subj: Finance Positions, [REDACTED]  
c. Memo dtd 25 Mar 59 to Compt fr C/Mgmt, subj: Establishment of T/O slot - Finance Branch, [REDACTED]

25X1A6a

25X1A6a

1. The Office of the Comptroller has been in the process of negotiating for the past several months with the Chief, Salary and Wage Division, Office of Personnel, and the Management Staff relative to the establishment of a GS-12 Finance Officer position in [REDACTED]

25X1A6a

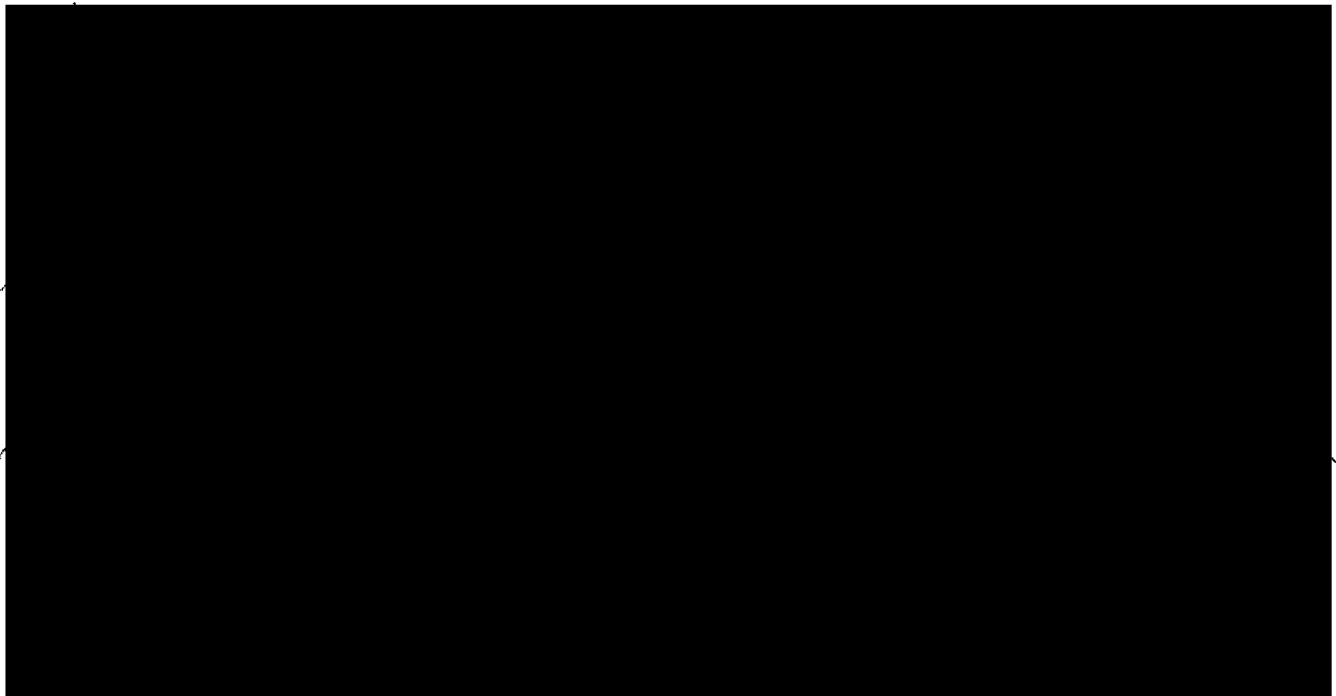
2. Based on the information furnished in Dispatch [REDACTED] dated 13 May 1958, Reference a., this Office is of the opinion that six position slots are required to adequately perform the finance duties. On 23 April 1959, the undersigned met with the Chief, Salary and Wage Division and it was concluded that the following proposed T/O could be approved by that Division if personnel ceiling and slot are transferred for the GS-5 Fiscal Accounting Clerk to SF Career Service:

25X1A6c

Current T/O

Proposed T/O

25X1A6a



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**CONFIDENTIAL**

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3. The proposal upgrades the GS-11 position to GS-12 and transfers the GS-5 Fiscal Accounting Clerk position and ceiling to the SF Career Service. The Management Staff has agreed that the proposal eliminates the objections raised by them in Reference c.

4. It is requested that appropriate action be taken to transfer personnel ceiling and position for the Fiscal Accounting Clerk to the SF Career Service, and advise this Office of the effective date. It is believed that this action is in line with your proposal made in reference b.

5. Prompt attention would be appreciated in this matter since an SF employee has been selected to fill the GS-12 position and is currently being processed for this assignment.

  
E. R. SAUNDERS  
Comptroller

FOIAb3b1

epr

Distribution:

O&I - Addressee

✓1 - Signer

CONFIDENTIAL

~~SECRET~~  
*Office Memorandum* • UNITED STATES GOVERNMENT

TO : COMPTROLLER

DATE: 25 MAR 1959

FROM : Chief, Management Staff

SUBJECT: Establishment of T/O Slot - Finance Branch, [REDACTED] 25X1A6a

REFS : A. [REDACTED] dated 13 May 1958 25X1A6c  
B. FE Division Memorandum, dated 16 July 1958  
C. Finance Division Memorandum, dated 2 December 1958  
D. Finance Division Memorandum, dated 20 February 1959

1. We have examined the position description which was resubmitted for a GS-12 position at [REDACTED] Station. This position is almost identical to the position of Chief in that it provides additional supervision rather than working assistance. The Table of Organization shows six positions; a Chief, GS-13; a Supervisor, GS-11; a Fiscal Acct. Asst., GS-9; two Fiscal Acct. Assts, GS-7; and one GS-5. The GS-5 position would be replaced by the proposed GS-12 position. If we approved the request, three of the six positions would be supervisory. Three would not. This ratio of 3 - 3 would make for over-supervision and less productive work. 25X1A6a

2. We have advised the Salary and Wage Division that we will not concur in the establishment of the new position until it is clear that it will not further increase the number of supervisory employees.

[REDACTED] 25X1A9a

Ed:

The above suggests that the whole matter of supervisory positions might well be a matter of task force concern, or at least a source of savings on your own [REDACTED]

[REDACTED] 25X1A9a

~~SECRET~~

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM					
UNCLASSIFIED		CONFIDENTIAL		SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS	INITIALS	DATE		
1	<i>Rep. Comptroller</i>				
2	<i>IM</i> [REDACTED]				
3					
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks: <i>Bob. This is the closest I can find on the Sicilian Gs 11 job in either F8 or Wags &amp; Class. you will note this description does carry Supervision responsibilities. Therefore, this factor should be deleted from the Gs 11. It will require a rewrite. Could we, possibly, go ahead with meeting pending the rewrite. [Signature]</i>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.					DATE
UNCLASSIFIED		CONFIDENTIAL		SECRET	

25X1A9a

 FORM NO. 237  
 1 APR 55

 Replaces Form 30-4  
 which may be used.

 (40)  
 U. S. GOVERNMENT PRINTING OFFICE : 1955 - O-342531

*BEST COPY*

*AVAILABLE*

**SECRET**

25X1A6a Audit certain accounting reports and other documentations received from various projects reporting to [REDACTED] 10%

25X1A Prepare certain vouchers and maintain postings of accounting records. 30%

25X1A6a Verify and review all vouchers and accountings prepared by other members of [REDACTED] accounting staff. 10%

25X1A Balance certain records, supervise and verify the preparation of monthly accounting and budget reports, covering both [REDACTED] and [REDACTED] accountings. 5%

3. Responsibility of Work of Others: Supervise, under the direction of the Chief of Finance, the duties of one accountant - GS-7, two accounting clerks - GS-4, and GS-5, and one contract stenotypist (wife of Staff Agent). Supervision consists of review of all vouchers and documents prepared by them. Direct in the proper preparation of vouchers and accounting methods for control.

4. Scope and Effect of Work: Errors or mistakes in judgement on my part, not subsequently rectified by the Chief of Finance, would result in the preparation of erroneous financial and budgetary reports for the station. I am responsible for the maintaining of budget records and, as such, control and process all budget matters to insure that sufficient funds are available for obligations before they are incurred. Error here could result in the over or under obligation of project allotments. During the temporary absences of the Chief of Finance, I act in his capacity.

5. Supervision and Guidance Received: Receive direct guidance from the Chief of Finance in matters of financial determinations and policies. Supervision consists of discussion and follow-up on directives and instructions. Written guides: Finance Regulations, Directives, Field Notices, cables and dispatches.

6. Mental Demands: Initiative must be taken at all times in the control of accounting records to be sure that there is proper authority and documentation for same. Each transaction requires the determination of the proper classification of expenses, availability of funds and proper budget obligation.

7. Personal Contacts: Continuous liaison is made with all sub-projects on budgeting and accounting matters. Liaison is made with each staff section on the control and accounting of revolving fund accounts. Continuously called upon to discuss payroll procedures and personal finance matters with employees.

8. Others: Special care must be given at all times to insure that KUBARK security is adhered to. Because of certain commercial activities and the maintaining of 2 sets of records - [REDACTED] and [REDACTED] security becomes a factor in all financial matters.

25X1A2d2

**SECRET****SECRET**



**SECRET**

ACCOUNTANT

25X1A2e

25X1A2e

25X1A6a

1. Nature and Purpose of Work: My position is Assistant Chief of Finance and Chief accountant of [REDACTED] - Finance, where all financial and budgetary accounts of the Station are maintained. There are four employees reporting directly thru me to the Chief of Finance.

2. Duties: Handle all matters pertaining to budget analysis, control and documentation, maintaining detail records supporting each budget allotment and account. 25X

25X1A2d2

Preparation of dispatches, cables and T/A's to Headquarters and other field stations, as well as preparation of correspondence affecting commercial accounts of [REDACTED] 20X

**SECRET**

**BEST COPY**

20 February 1959

MEMORANDUM FOR: Chief, Position Evaluation Division

THROUGH : Deputy Comptroller *S/R. H. F.*

25X1A6a

SUBJECT : Finance Position - [REDACTED] Station

25X1A2g  
REFERENCES : A [REDACTED] dated 13 May 1958  
B - FE Division Memorandum, dated 16 July 1958  
C - Finance Division Memorandum, dated 2 December 1958

1. Reference A, B and C were returned to this office on 30 January 1959 for further consideration as to the degree of responsibilities proposed GS-12 position would exercise.

2. The position description has been rewritten to eliminate the implication that the position would be a full-time Deputy. It is believed the description as rewritten eliminates this problem.

3. Members of this office will be glad to discuss any aspects of this position if you so desire.

[REDACTED]  
Acting Chief, Finance Division

25X1A9a

Attachments:

1. Reference A
2. Reference B
3. Reference C
4. Position description - GS-12

Distribution: Orig. & 1 - Addressee w/atts.  
1 - Comptroller w/att.#4  
1 - FE w/att.#4  
1 - AC/FD w/att.#4

~~SECRET~~

17456

25X1A6a

Finance Officer GS-12

I. DUTIES AND RESPONSIBILITIES:

1. As Finance Officer and Authorized Certifying Officer for the [REDACTED] incumbent is responsible for assisting the Senior Finance Officer in providing assistance and guidance to Station personnel on budgetary, monetary and financial matters. He will act as Senior Officer in the absence of the Senior Finance Officer. As designated Authorized Certifying Officer, he is responsible for implementation and execution within his area of jurisdiction of all responsibilities and activities falling within the purview of that office.
2. Renders opinion(s) to the Senior Finance Officer with particular emphasis upon budgetary and financial planning, interpretation of regulations, project authorities, Administrative Plans, Fiscal Annexes, procedures, allowableness of expenditures and the allocation and use of Confidential Funds.
3. Assists the Senior Finance Officer in the discharge of the duties and responsibilities outlined below:
  - a. Responsible for the financial control of all funds sent to this area and for maintenance of appropriate records to account for such funds at all times. This requires that the provisions of Class "A" Station Accounting and Reporting Procedures, FHB [REDACTED] are complied with, i.e., records are established to cover the receipt, custody, disbursement, transfer and control of funds made available to the installations in the area.
  - b. Responsible for the review, audit and certification of all financial transactions occurring at each of the installations in the area.
  - c. Responsible for complying with the provisions of the Financial Accounting Procedures for Property (Manual Method), FHB [REDACTED] i.e., financial accounts are maintained covering property transactions and the preparation of financial property reports for submission to Headquarters on a timely basis.
  - d. Interprets and implements Headquarters and other applicable financial regulations, handbooks, Administrative Plans, Fiscal Annexes, directives and instructs appropriate installation personnel accordingly.
  - e. Furnishes technical guidance and direction to Station personnel assigned responsibility for maintenance of accounts, submittal of financial and budgetary reports and custody of official funds.

- 2 -

f. Reviews and interprets the financial requirements of all incoming documents in order to determine the effect upon the station's activities.

g. Determines that all correspondence (finance) is in accordance with applicable regulations and Handbooks, that it is in proper form and that the text is clear, accurate and concise.

h. Supervises the reduction and disposal of financial records in accordance with regulations or handbooks.

i. Maintains liaison with other agencies and commercial organizations where appropriate, in connection with funding and other fiscal matters.

j. Assures that accounting reports are submitted currently from operations serviced and that delinquent, suspended or disallowed items are cleared without delay.

k. Guides and advises individuals handling funds and accountings of the proper practices, procedures, methods, for the purpose of complying with regulations, handbooks and other pertinent financial instructions received from headquarters.

l. Establishes and reviews financial and control procedures for the station and other operations serviced within the area subject to prescribed general Headquarters policies and procedures. Reviews and analyzes the status of operations and other advances and takes appropriate administrative action to effect settlement within established due dates. Advises the Senior Finance Officer and/or Chief of Station on technical matters and responsibilities relating to the Financial Management Improvement Program. Advises operating personnel on financial matters concerning their specific activities both in an operating and a planning stage.

m. Computes and processes salary due on local hire contract employees. Establishes and maintains payroll and tax records on local hire contract employees and field allotment (salary) records on staff and other contract employees. Advises station personnel of their tax responsibilities.

n. Supplies information to Headquarters regarding long and short term trends and projections in monetary exchange rates in this area.

o. Receives budget instructions from Headquarters and instructs principal operating officials in the preparation of the budget estimates for their components. Reviews the estimates for adequacy and consolidates into final form for submission to Headquarters.

- 3 -

p. Provides assistance and guidance to operations officials in the formulation of the financial requirements for new project or activity proposals, Administrative Plans and Fiscal Annexes for submission to Headquarters for approval.

q. Performs related work as required.

## II. SUPERVISION AND GUIDANCE

Under the administrative supervision of the Senior Finance Officer. Written guides for the position are Agency Regulations, Handbooks, issuances from the Office of the Comptroller, Finance and Budget Division, Administrative Plans and Fiscal Annexes for Projects. Considerable amount of work performed by the incumbent is done without detail procedures, however, written guides for the project may be utilized.

## III. QUALIFICATION REQUIREMENTS:

As prescribed by Qualification Standards.

## IV. DISTINGUISHING FEATURES:

This position is distinguished from lower grade positions by the fact that this position has responsibility and accountability to the Comptroller, Headquarters, for the certification of accountings and claims submitted by operational projects, activities and installations serviced in the area. It is a dual position comparable to a Certifying Officer Position in the Operations and Liaison Branch; Accountant in the Accounts Branch, Finance Division and a Budget Analyst, Budget Division, at Headquarters.

In addition, this position requires considerable contact with the Chief of Station, Operational Officers and Case Officers to provide assistance, advice and guidance on financial matters for the operations and activities the area is responsible for.

FORM 100-10  
100-100100

25X1A9a

Approved For Release 2001/03/30 : CIA-RDP80-01240A000200060002-3

Approved For Release 2001/03/30 : CIA-RDP80-01240A000200060002-3

2 December 1958

MEMORANDUM FOR: Chief, Position Evaluation Division

THRU: Acting Comptroller *S/R.H.F.*

SUBJECT: Finance Positions - [REDACTED]

25X1A6a

REFERENCES: A - [REDACTED] dated 13 May 1958 *Orig. to PED*  
B - FE Division Memorandum dated 16 July 1958

25X1A6c

1. Reference A and B were received in this office for review and comment on 10 November 1958.

2. The Finance Division concurs in paragraph 2 of Reference B regarding the method of establishing the new GS-12 position.

3. The proposed GS-12 position description attached to Reference A has been reviewed together with the description for the Senior Finance Officer (GS-13) position and it was deemed advisable that both position descriptions be rewritten. Forwarded for your consideration are References A and B together with the rewritten descriptions for the proposed GS-12 and GS-13 positions.

4. Members of this office will be glad to discuss any aspects of the positions if you desire.

[REDACTED]

25X1A9a

Deputy Chief, Finance Division

Attachments:

1. Reference A w/o encl.
2. Reference B w/o encl.
3. Position description - GS-12 w/encl.
4. Position description - GS-13 w/encl.

Distribution:

Original and 1 - Addressee  
1 - Comptroller  
1 - FD

Finance Div/[REDACTED]:dbt/2295

25X1A9a

DEC 3 1958  
COMBINGOFFEN

25X1A6a

Deputy Finance Officer GS-12

**I. DUTIES AND RESPONSIBILITIES:**

1. As Deputy Finance Officer and Authorized Certifying Officer for the [REDACTED] incumbent is responsible for furnishing assistance and guidance to Station personnel on budgetary, monetary and financial matters. As designated Authorized Certifying Officer, he is responsible for implementation and execution within his area of jurisdiction of all responsibilities and activities falling within the purview of that office.

2. Serves as financial technical advisor to the Senior Finance Officer and Chief of [REDACTED] with particular emphasis upon budgetary and financial planning, interpretation of regulations, project authorities, Administrative Plans, Fiscal Annexes, procedures, allowableness of expenditures and the allocation and use of Confidential Funds.

3. Responsible, as Alternate Custodian, for the financial control of all funds sent to this area and for maintenance of appropriate records to account for such funds at all times. This requires that the provisions of Class "A" Station Accounting and Reporting Procedures, [REDACTED] are complied with, i.e., records are established to cover the receipt, custody, disbursement, transfer and control of funds made available to the installations in the area.

4. Responsible for the review, audit and certification of all financial transactions occurring at each of the installations in the area.

5. Responsible for complying with the provisions of the Financial Accounting Procedures for Property (Manual Method), [REDACTED] i.e., financial accounts are maintained covering property transactions and the preparation of financial property reports for submission to Headquarters on a timely basis.

6. Interprets and implements Headquarters and other applicable financial regulations, handbooks, Administrative Plans, Fiscal Annexes, directives and instructs appropriate installation personnel accordingly.

7. Furnishes technical guidance and direction to Station personnel assigned responsibility for maintenance of accounts, submittal of financial and budgetary reports and custody of official funds.



- 2 -

8. Reviews and interprets the financial requirements of all incoming documents in order to determine the effect upon the station's activities.
9. Determines that all correspondence (finance) is in accordance with applicable regulations and Handbooks, that it is in proper form and that the text is clear, accurate and concise.
10. Supervises the reduction and disposal of financial records in accordance with regulations or handbooks.
11. Maintains liaison with other agencies and commercial organizations where appropriate, in connection with funding and other fiscal matters.
12. Assures that accounting reports are submitted currently from operations serviced and that delinquent, suspended or disallowed items are cleared without delay.
13. Guides and advises individuals handling funds and accountings of the proper practices, procedures, methods, for the purpose of complying with regulations, handbooks and other pertinent financial instructions received from Headquarters.
14. Establishes and reviews financial and control procedures for the station and other operations serviced within the area subject to prescribed general Headquarters policies and procedures. Reviews and analyzes the status of operations and other advances and takes appropriate administrative action to effect settlement within established due dates. Advises the Senior Finance Officer and/or Chief of Station on technical matters and responsibilities relating to the Financial Management Improvement Program. Advises operating personnel on financial matters concerning their specific activities both in an operating and a planning stage.
15. Computes and processes salary due on local hire contract employees. Establishes and maintains payroll and tax records on local hire contract employees and field allotment (salary) records on staff and other contract employees. Advises station personnel of their tax responsibilities.
16. Supplies information to Headquarters regarding long and short term trends and projections in monetary exchange rates in this area.
17. Receives budget instructions from Headquarters and instructs principal operating officials in the preparation of the budget estimates for their components. Reviews the estimates for adequacy and consolidates into final form for submission to Headquarters.

~~SECRET~~  
- 3 -

18. Provides assistance and guidance to operations officials in the formulation of the financial requirements for new project or activity proposals, Administrative Plans and Fiscal Annexes for submission to Headquarters for approval.

19. Performs related work as required.

**II. SUPERVISION AND GUIDANCE**

Under the administrative supervision of the Senior Finance Officer and the technical supervision of the Chief, Finance Division, Headquarters. Written guides for the position are Agency Regulations, Handbooks, issuances from the Office of the Comptroller, Finance and Budget Division, Administrative Plans and Fiscal Annexes for Projects. Considerable amount of work performed by the incumbent is done without detail procedures, however, written guides for the project may be utilized.

**III. QUALIFICATION REQUIREMENTS:**

As prescribed by Qualification Standards.

**IV. DISTINGUISHING FEATURES:**

This position is distinguished from lower grade positions by the fact that this position has responsibility and accountability to the Comptroller, Headquarters, for auditing, certifying and reporting all accountings and claims submitted by operational projects, activities and installations serviced in the area. It is a dual position comparable to a Certifying Officer Position in the Operations and Liaison Branch; Accountant in the Accounts Branch, Finance Division and a Budget Analyst, Budget Division, at Headquarters. This position is the Deputy Finance Officer in the area.

In addition, this position requires considerable contact with the Chief of Station, Operational Officers and Case Officers to provide assistance, advice and guidance on financial matters for the operations and activities the area is responsible for. The incumbent in this position has responsibility, as the Alternate Custodian, for the control and safekeeping of funds transferred from Headquarters, transferred from other installations or obtained in the area through approved funding devices.

~~SECRET~~

[REDACTED]  
Senior Finance Officer GS-13

25X1A6a

I. DUTIES AND RESPONSIBILITIES:

25X1A6a 1. As Senior Finance Officer and Authorized Certifying Officer for the [REDACTED], incumbent is responsible for furnishing assistance and guidance to Station personnel on all budgetary, monetary, and financial matters. As designated representative of the Chief, Finance Division and Authorized Certifying Officer, he is responsible for implementation and execution within his area of jurisdiction of all responsibilities and activities falling within the purview of that office.

25X1A6a 2. Serves as financial technical advisor to the Chief of [REDACTED] with particular emphasis upon budgetary and financial planning, interpretation of regulations, project authorities, Administrative Plans, Fiscal Annexes, procedures, allowableness of expenditures, and the allocation and use of Confidential Funds.

25X1A 3. Responsible, as Official Custodian, for the financial control of all funds sent to this area and for maintenance of appropriate records to account for such funds at all times. This requires that the provisions of Class "A" Station Accounting and Reporting Procedures, [REDACTED] are complied with, i.e., records are established to cover the receipt, custody, disbursement, transfer, and control of funds made available to the installations in the area.

4. Responsible for the review, audit and certification of all financial transactions occurring at each of the installations in the area.

5. Responsible for complying with the provisions of the Financial Accounting Procedures for Property (Manual Method), [REDACTED] i.e., financial accounts are maintained covering property transactions and the preparation of financial property reports for submission to Headquarters on a timely basis.

25X1A

6. Interprets and implements Headquarters and other applicable financial regulations, handbooks, Administrative Plans, Fiscal Annexes, directives, and instructs appropriate installation personnel accordingly.

7. Furnishes technical guidance and direction to Station personnel assigned responsibility for maintenance of accounts, submittal of financial and budgetary reports and custody of official funds.

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- 2 -

8. Reviews and interprets the financial requirements of all incoming documents in order to determine the effect upon the station's activities.

9. Determines that all correspondence (finance) is in accordance with applicable regulations and Handbooks, that it is in proper form, and that the text is clear, accurate and concise.

10. Supervises the reduction and disposal of financial records in accordance with regulations or handbooks.

11. Maintains liaison with other agencies and commercial organizations where appropriate, in connection with funding and other fiscal matters.

12. Assures that accounting reports are submitted currently from operations serviced and that delinquent, suspended or disallowed items are cleared without delay.

13. Guides and advises individuals handling funds and accountings of the proper practices, procedures, methods, for the purpose of complying with regulations, handbooks, and other pertinent financial instructions received from Headquarters.

14. Establishes and reviews financial and control procedures for the station and other operations serviced within the area subject to prescribed general Headquarters policies and procedures. Reviews and analyzes the status of operations and other advances and takes appropriate administrative action to effect settlement within established due dates. Advises the Chief of Station on technical matters and responsibilities relating to the Financial Management Improvement Program. Advises operating personnel on financial matters concerning their specific activities both in an operating and a planning stage.

15. Computes and processes salary due on local hire contract employees. Establishes and maintains payroll and tax records on local hire contract employees and field allotment (salary) records on staff and other contract employees. Advises station personnel of their tax responsibilities.

16. Supplies information to Headquarters regarding long and short term trends and projections in monetary exchange rates in this area.

17. Receives budget instructions from Headquarters and instructs principal operating officials in the preparation of the budget estimates for their components. Reviews the estimates for adequacy and consolidates into final form for submission to Headquarters.

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~~SECRET~~

- 3 -

18. Provides assistance and guidance to operations officials in the formulation of the financial requirements for new project or activity proposals, Administrative Plans, and Fiscal Annexes for submission to Headquarters for approval.

19. Performs related work as required.

II. SUPERVISION AND GUIDANCE

Under the administrative supervision of the Chief of Station and the technical supervision of the Chief, Finance Division, Headquarters. Written guides for the position are Agency Regulations, Handbooks, issuances from the Office of the Comptroller, Finance and Budget Division, Administrative Plans, and Fiscal Annexes for Projects. Considerable amount of work performed by the incumbent is done without detail procedures, however, written guides for the project may be utilized.

III. QUALIFICATION REQUIREMENTS:

As prescribed by Qualification Standards.

IV. DISTINGUISHING FEATURES:

This position is distinguished from lower grade positions by the fact that this position has full responsibility and accountability to the Comptroller, Headquarters, for auditing, certifying and reporting all accountings and claims submitted by operational projects, activities and installations serviced in the area. It is a dual position comparable to a Senior Certifying Officer Position in the Operations and Liaison Branch; Senior Accountant in the Accounts Branch, Finance Division and a Senior Budget Analyst, Budget Division, at Headquarters. This position is the Senior Finance Officer in the area.

In addition, this position requires considerable contact with the Chief of Station, Operational Officers and Case Officers to provide assistance, advice and guidance on financial matters for the operations and activities the area is responsible for. The incumbent in this position has full responsibility, as the Official Custodian, for the control and safe-keeping of funds transferred from Headquarters, transferred from other installations or obtained in the area through approved funding devices.

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16 JUL 1958

MEMORANDUM FOR: Chief, Position Evaluation Division

THROUGH : SSA/DDS

SUBJECT : Finance Positions, [REDACTED]

25X1A6a

REFERENCE : [REDACTED] dated 13 May 1958

25X1A6c

1. The above reference presented strong arguments for the creation of two new finance positions at [REDACTED]. This reference indicated that at the same time the number of persons employed in the Finance Branch was being reduced from nine to five, the workload had increased tremendously because of new responsibilities.

25X1A6c

2. The Chief of Station, [REDACTED] has proposed that two new slots be established to help take care of the increased workload. These jobs are a GS-12, Budget and Finance Officer and a GS-11, Finance Officer (FPA). As a compromise, however, it is requested by this division that only the first job be established by abolishing slot 2752, Fiscal Clerk, GS-5, and converting it to a Budget and Finance Officer position, GS-12.

25X1A6a

3. The referenced dispatch, with supporting position descriptions, is forwarded herewith to be of assistance in establishing the slot and evaluating the positions.

[REDACTED]

25X1A9a

Chief, Far East Division

Enclosures:

25X1A6c

[REDACTED] and  
Supp. pos. des.

NOV 18 5 50 PM '58  
~~SECRET~~  
COMBINED

NOV 18 5 50 PM '58  
NOV 18 5 50 PM '58

VIA: AIR  
(Specify air or sea pouch)

Dispatch No. [REDACTED] 25X1A6c

**SECRET**

CLASSIFICATION

MAY 13 1958

To : Chief, FE

Date

From : Chief of Station, 25X1A6a [REDACTED]

INFO: Chief, Audit Staff  
Comptroller

SUBJECT: GENERAL—STATION/SUPPORT

Chief, Finance Division

SPECIFIC—Establishment of T/O Slots for Finance Branch

25X1A6c REFERENCE: [REDACTED]

**ACTION REQUIRED:** Authorize positions

1. The current Table of Organization for [REDACTED] which was 25X1A6a approved in May 1956 included six positions allocated to the Finance Branch. In late summer 1957, the station was advised by Headquarters that the [REDACTED] 25X1A6a ceiling allocations were drastically reduced and our structure and staffing patterns would have to be re-aligned to handle essential workloads. In response to this instruction, a revised T/O was submitted on 5 November 1957 and is presently pending Headquarters' approval. In this T/O, the Finance Branch was reduced to five positions. Experience, since November 1957, however, has proven that there are two activities which must be performed by qualified staff personnel which cannot be accommodated by the reduced T/O. These two activities are: (a) Financial Property Accounting; and (b) auditing of station accounts.

2. In the case of Financial Property Accounting, this is a new activity 25X1A6a installed at [REDACTED] in the fall of 1956. It was determined at that time that at least one additional finance position would be required to carry out this responsibility (see [REDACTED] 17 September 25X1A6c 1956, [REDACTED] 25 September 1956). In lieu of providing a T/O slot for this activity, Headquarters transferred [REDACTED] to [REDACTED] 25X1A6a but carried him on the [REDACTED] T/O until his departure in July 1957. Since no replacement for [REDACTED] was provided, the FPA work was backlogged until the station was directed by Headquarters (DIR-49399, 17 December 1957) to maintain the accounts. Even though personnel of the Finance Branch have been used on a part-time and overtime schedule, we have been unable to maintain the system on a current basis. It is essential that a slot be established and a qualified staff employee be recruited immediately to perform this work on a full-time basis. 25X1A2e

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25X1A6c

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3. A critical situation has developed in the auditing of station accounts and the administration of the station budget. As a background of the present problem, the following resumé is provided. Prior to the phase-out of [REDACTED] 25X1A6a Station and the cutback of the FE Support Base during 1955-1956, the Finance Branch was able to obtain TDY personnel from those installations to assist during period of peak work-load. During 1957, the Staff was temporarily augmented by the transfer of five employees who brought their T/O slots from the Support Base and [REDACTED] Station. These slots reverted to Headquarters 25X1A6a upon completion of the incumbents' tour. A comparison of the staff positions allotted to the Branch one year ago with those at the present time is as follows:

March 1, 1957

25X1A9a

25X1A6a

March 1, 1958

One of the key people in the presently reduced staff is [REDACTED] 25X1A9a who departs in July 1958. Although Branch personnel have worked heavy over-time schedules and we have combined activities and functions, reassigned duties, streamlined procedures, eliminated non-essential functions, and made maximum use of contract wives for clerical services, it will not be possible to provide adequate financial support to the station unless a senior experienced finance officer is provided to assume the duties now performed by [REDACTED] 25X1A9a. The duties and workload to be performed by the incumbent are stated in the attached position description.

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4. Although there has been a general reduction of station positions over the past year, there has been no proportionate decrease in station activities. In fact, the reduction in staff positions has been counterbalanced by the additional military personnel and technical representatives assigned to the [REDACTED] project. The finance problems involved in the administrative support of these personnel are considerably greater than those encountered in servicing staff employees.

25X1A2g

5. In January 1957, the Finance Branch assumed the responsibility for the Indigenous Disbursing Office which is responsible for the payroll of all indigenous employees and for the processing of all financial documents in connection with local procurement. As a result of this disbursing activity, Financial Property Accounting, and the servicing of [REDACTED] personnel, the volume of financial transactions handled by the Finance Branch has increased steadily. During fiscal year 1956, the Branch processed an average of 254 vouchers per month. During fiscal year 1957, an average of 337 vouchers per month were processed in the central finance office and an average of 500 vouchers per month were processed in the Indigenous Disbursing Office, making a total average of 837 finance vouchers per month. During fiscal year 1958, the monthly average of vouchers has increased to 379. In addition, there are between 800 and 1200 FPA vouchers forwarded to Finance Branch for processing each month.

25X1A2g

6. The personnel problems of the Finance Branch were discussed with [REDACTED] during their recent visit to this station. Although both officers were aware of the attempt to reduce the station personnel ceiling, they concurred in general with the need for additional staff personnel to carry out the finance responsibilities. [REDACTED] also is familiar with the problems of the Finance Branch.

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25X1A2e

7. It is requested that the two positions of Finance Officer, GS-12, and Finance Officer (FPA), GS-11, be established and that qualified personnel be assigned at the earliest practical date.

25X1A2e

Enclosures: HERewith  
Two positions descriptions

8 May 1958

Distribution:

- 3 - C/FE w/encls. in trip. ea.
- 1 - C/Audit Staff w/1 encl. ea.
- 1 - Comptroller w/1 encl. ea.
- 1 - C/Finance Division w/1 encl. ea.

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## POSITION DESCRIPTION

FINANCE OFFICER (FPA) - GS-11/9)

Nature and Purpose of Work

The position is that of Finance Officer (FPA), within the [REDACTED] Station Finance Office. The finance office's mission is to provide financial support for the Station. This support includes the fields of budgeting, funding, accounting and auditing. The finance office operates under the Class A accounting and reporting procedure. The incumbent of the position is under the general supervision of the Chief of Finance, [REDACTED] and [REDACTED] has immediate responsibility for maintaining a system (manual method) of establishing financial accounting for property and handling and recording all transactions pertaining to the acquisition, use, and disposal of property at [REDACTED] Station.

25X1A6a

25X1A

Duties

Responsible for supervision, coordination and operation of the system (manual method) of financial accounting for property in accordance with the principles and procedures prescribed in [REDACTED]. This involves the following:

1. Establishing and maintaining FPA records, such as: (a) General Ledger, (b) Posting Journal, and (c) Supporting Subsidiary Files and Records required for certain general ledger accounts. 25X1A
2. Establishing and maintaining prescribed control and subsidiary accounts. (There are about 17 control accounts and 25 subsidiary accounts currently in use.)
3. Preparing and submitting to Headquarters the following monthly reports:
  - (a) Trial Balance of Property Financial Accounts
  - (b) Schedule of Cost of Property Issues and Cost of Property Returned to Stock
  - (c) Schedule of Cost of Property Sold and Property Turned-In for Credit.
  - (d) Analysis of Account No. 495, Accountability to Headquarters.
4. Preparing and submitting to Chief, [REDACTED] in Field and at Headquarters monthly statement of activity in family group 5 accounts. 25X1A2d1
5. Recording in the records and accounts on a current basis all documents relating to property subject to FPA procedures. This

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involves extending and totaling each property transaction document; reviewing each document to ascertain correctness of accounting data shown; recording each document in the posting journal which is the basis for postings to the general ledger accounts. There are about 800 to 1200 property documents recorded in the FPA records and accounts each month.

6. Establishing and maintaining procedures for clearance of Accounts Payable, covering (1) property procured locally for cash, (2) credit procurement from official agencies of our country with payment to be effected at Headquarters, (3) credit procurement from official agencies of our country which are for payment or application to Advance Accounts controlled in the field. Preparation of necessary journal entries to adjust the affected accounts and establish accountability to Headquarters.
7. Establishing and maintaining procedures for handling sales of property to assure (1) proper documentation of each sale. (2) compliance with existing laws and regulations governing such sales, (3) billing and establishment of appropriate record of amounts receivable from recipients of the property, (4) collection and turn-in of cash proceeds from each sale, and (5) that proper entries and adjustments are made to the FPA and Finance accounts for such transactions.
8. Preparation of journal entries necessary for the monthly closing, and preparation of journal vouchers for adjustment of differences in Finance and/or FPA records.
9. Joint (FPA Finance Officer and the Accountable Officer) reconciliation of general ledger accounts with stock record cards representing property on hand, in use, and on loan to others. Upon completion of reconciliation, the FPA Finance Officer will effect necessary adjustments to the financial accounts and notify the Accountable Officer of any required adjustments to the stock record cards.
10. Initiating and answering correspondence concerning FPA matters.

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POSITION DESCRIPTION

BUDGET/FINANCE OFFICER - GS-12

NATURE AND PURPOSE OF WORK

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The position is that of Finance/Budget Officer, who is Deputy Chief of Finance for [REDACTED]. The finance office's mission is to provide financial support for the Station. This support includes the fields of budgeting, funding, accounting and auditing. The finance office operates under the Class A accounting and reporting procedure. The incumbent of the position is under the immediate supervision of the Chief of Finance.

DUTIES

Responsible for advising and assisting the Chief of Finance in the accomplishment of the mission and execution of all tasks assigned to the finance office. Acts as Chief of Finance in the absence of the Chief. Incumbent also serves as Budget Officer for [REDACTED] (This Station 25X1A6a has a permanent requirement for a Finance Officer who will be responsible for budgetary matters. While the preparation of the annual budget exercise requires a comparatively brief period, budgetary problems demand constant disposition throughout the entire year because of the large number of operational projects and support activities at this Station.)

As Budget Officer incumbent is responsible for coordinating and guiding all budgetary and allotment activities of the Station. Prepares the Station's annual program/budget estimates. Constantly reviews all operational and support requirements to determine sufficiency of funds allotted. Prepares quarterly requests for allotments which are forwarded to Headquarters. Regularly establishes obligations of funds by detailed analysis. Establishes and maintains records, controls and procedures necessary for the obligation of funds, determination of allotment requirements and preparation of budgets. Periodically prepares statistical analyses on projects and activities, expenditures, status of allotments and budget programs for the guidance and information of the Chief of Finance and other senior Station officials. Reviews the finance and budget sections of Project Outlines and renders assistance and advice in their preparation. Advises and assists all operational units in their funding requirements, and coordinates their budget amendments and preparation of FPOP's.

Supervises and/or performs the following audit activities:

- (1) Audit, reconciliation and voucher preparation of monthly operational project and support accountings, special deposit and working fund accounts.
- (2) Audit and voucher preparation of weekly accountings by the Indigenous Disbursing Office, Procurement, and Construction.

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- (3) Monthly audit and reconciliation of books and records and advance accounts for the [REDACTED] preparation of write-off and adjustment voucher, and submission to Headquarters of the [REDACTED] operation statement.

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- (4) Periodic site audit of books and records of project offices, sub-bases and other components having large advance accounts; reviewing their internal accounting procedures and recommending where necessary appropriate changes for improving the handling and submission of these accountings.
- (5) Examination and voucher preparation of T/A's involving operational projects.
- (6) Follow up and clearance of audit exceptions.
- (7) Maintaining constant liaison with all operational elements at the Station and providing assistance and advice on their funding and accounting problems.

Conducts liaison with airline concerns, commissaries, etc., and arranges for charge accounts or other payment plans covering local purchase of transportation, passage, food products, etc.; makes payments in a secure manner; prepares necessary vouchers and accountings for such transactions.

Responsible for financial administration of the military personnel assigned to the Station.

Initiates correspondence relative to above activities.

Performs other duties as assigned by the Chief of Finance.

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